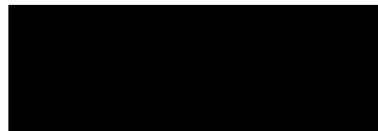


DDA Goals

DD/A 80-0069/13	
Date 11 AUG 1980	
ROUTING AND TRANSMITTAL SLIP	
TO: (Name, office symbol, room number, building, Agency/Post)	Initials Date
1. Office Directors, DDA	
2. SSA/DDA	
3.	
4.	
5.	
Action	File
Approval	For Clearance
As Requested	For Correction
Circulate	For Your Information
Comment	Investigate
Coordination	Justify
Note and Return	
Per Conversation	
Prepare Reply	
See Me	
Signature	
REMARKS	

Attached is the revised agenda as agreed upon at the dry run for the DDA Goals Program review 12 August 1980. Also attached are revisions to several Progress Reports.



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DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

STATINTL

FROM: (Name, org. symbol, Agency/Post)	
Chief, Management Staff, DDA	Phone No.

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STATINTL

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CIA GOALS PROGRAM

DIRECTORATE OF ADMINISTRATION

12 AUGUST 1980

AGENDA

CIA Classification Review and Information Release		25X1A	
			Deputy Director of Information Services
85,000 Square Foot Building Update			James H. McDonald Director of Logistics
Office of Security Implementation of APEX			
			Director of Security
Education Courses for the Intelligence Profession			Donald E. Smith Director of Training
<i>Mid-Oct to Mid-Feb - SODC</i>			<i>(List of Names)</i> <i>(Not cleared yet)</i>
	25X1C		Director of Communications
	25X1C		Don I. Wortman Deputy Director for Administration
Administrative Problems Faced by Overseas and [REDACTED] Employees			
	25X1A		Special Support Assistant, DDA
Review of FY 78 Counseling Cases			William N. Hart Associate Deputy Director for Administration
Rotational Assignments for DDA Careerists			Don I. Wortman Deputy Director for Administration

While the following goals are not being briefed, progress reports have been submitted for review:

Directorate Progress in Implementing Recent Agency-wide Personnel Management Decisions:

- Agency-wide Vacancy Notices
- Uniform Panel Precepts
- SIS Senior Officer Development

Directorate Progress in Improving 1980 Annual Personnel Plan Statistics:

- Personal Rank Assignments (PRA)
- Retirement and Resignation Projections

Strengthen the Agency-wide Policy Coordination Role of the Office of Training:

- Component-conducted Training Survey
- Progress of and Implementation Plans of the Agency Language Improvement Program

Oversee Completion of the Information Handling Task Force Study

Support and Coordination to the DDO in Development of the CRAFT Concept

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GOALS AND PROGRESS REPORT

CIA GOALS PROGRAM

Goal: Work with Operations, Science and Technology and NFAC Directorates
25X1A on assessing administrative problems of our employees overseas and
in [REDACTED] assignments and develop policies to adequately
address these problems.

Presenter: [REDACTED] 25X1A
Special Support Assistant to the DD/A

Progress The Transportation Allowance was raised from \$75 to \$100.
to Date: The Mobility Incentive Pay was extended to personnel being assigned
25X1A to [REDACTED]

Temporary Lodging Allowance for assignees [REDACTED] from the foreign
field was extended to 60 days. 25X1A

Claimants may now receive advances of up to 80 percent against their
claims for lost or damaged property pending adjudication of the full
claim.

The maximum advance for consumables for personnel assigned to
designated hardship posts was raised from \$1,000 to \$2,500.

In response to an audit exception, a formula was developed to simplify
computation for reimbursement for personal use [REDACTED] 25X1A

Child care expenses for minor dependents while the spouse attends
Agency language or overseas orientation programs can now be claimed
up to \$300 per month.

Authorization for reimbursement for drayage within the city of assign-
ment was expanded to include such actions as landlord repossessions.

The Agency position paper on working married spouses was approved in
April and is now being implemented.

DERIVATIVE CL BY [REDACTED] 25X1A

☐ DECL ☒ REVW ON Jun 00

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CIA GOALS PROGRAM

Goal: Review FY-78 counseling cases (47) to insure that all cases not reported again in FY-79 (23) were in fact due to rehabilitation and significant improvement in job performance.

Presenter: William N. Hart
Associate Deputy Director for Administration

Milestones: November 1979 - Review current procedures for handling poor performance cases in the directorate and establish, if necessary, new procedures to insure that such cases are brought to the DDA's personal attention.

May 1980 - Convene Independent Review Panel to review all Category LP and SS cases and bottom 3% ranked from October 79 - April 80.

15 July 1980 - Obtain all names of those individuals ranked LP or SS in FY-78 and not included as poor performers in FY-79 and review each case to determine that each case was appropriately resolved.

Progress to Date: 19 November 1979 - Established new procedure in the directorate for independent panel review of lower 3% cases and of all employees ranked LP or SS regardless of percentage ranking. As part of these procedures, DDA personally reviews each case including the Independent Review Panel's discussion and recommendations.

20 May 1980 - The Independent Review Panel (Senior Personnel Resources Board) met and discussed all relevant cases submitted Oct 79 - April 80 and reported its findings to the DDA. The DDA subsequently reviewed each case along with the Board's recommendations to verify that each case is being properly handled. These cases will be reviewed in six months (November 80) to ensure that the recommended actions and appropriate follow-up measures have been taken.

18 June 1980 - Requested each Office Director to provide the DDA with names and disposition of those cases ranked LP or SS in 1978 and which were not low ranked in 1979 (total number of 23).

10 July 1980 - Reviewed data from each DDA office which shows that of the 23 cases in question, 3 retired before the FY-79 ranking; 1 resigned in lieu of termination; 3 were reassigned to other career services; 1 was downgraded with concurrent improved performance; and 15 were rated VC or MDHP in FY-79 following counseling and/or reassignment with resultant improved performance. In reviewing the action taken in each of these cases and the positive results, the DDA feels satisfied that they were dealt with fairly and effectively.

Issues and Problems: N/A

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GOALS AND PROGRESS REPORT

CIA GOALS PROGRAM

Goal: Emphasize rotational assignments of DDA careerists for developmental purposes.

Presenter: Don I. Wortman
Deputy Director for Administration

Milestones: 20 June 1980 - Request data from offices to determine current status of rotational assignments in the DDA.

30 September 1980 - Using the Senior Officer Development Program, insure that sub-groups identify officers for whom rotational assignments would be career enhancing.

Progress to Date: 18 June 1980 - Requested data from Office Directors regarding number of careerists in their respective subgroups currently serving on a rotational assignment. (Updated 8 August)

As of 8 August 1980, the number of true rotational assignments for developmental purposes, where the officer is working essentially outside of his career specialty, is [REDACTED]. Of these, [REDACTED] are assignments between sub-groups in the DDA and [REDACTED] are to other career services or detailed outside CIA. However, it must be emphasized that the DDA is unique in that its officers support the rest of the Agency and to do so are actually assigned to the various Agency components. In the components, the officers, while performing their career function, are interacting with the component managers and learning that component's mission, problems, etc. At the present time there are about [REDACTED] DDA careerists (excluding communicators) assigned outside of their parent offices. This represents [REDACTED] of the DDA's professional strength. In addition, there are about [REDACTED] Commo careerists serving overseas supporting the various stations and bases.

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Issues and Problems: N/A

DERIVATIVE CL BY [REDACTED]

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TRANSMITTAL SLIP		1 AUG 1980
TO: D/ODP		
ROOM NO.	BUILDING	
REMARKS:		
FROM: DDA/MS		
ROOM NO.	B	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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